

Policy Memo: III-2-10

Date: 2/4/2010

To: Local Agency WIC Directors

From: Jane DeCamp, WIC Food Operations Coordinator

RE: Preprinting and Bulk Printing Checks

Preprinting and bulk printing of WIC checks will continue to **not** be options in standard check production. On demand generation will be the only option for clients receiving checks in WIC clinics.

The reasons for this policy are the following:

- The payable period for a WIC check is 60 days from the first date to use. This means that if a check is returned to a store from the bank, the store must review it, send it to the vendor manager; the vendor manager must review it, send it back to the store, and the store once again sends it through the banking system – all within 60 days. This period of time used to be 90 days, but a federal regulation shortened it.
- These options of bulk and preprinting were never intended for regular use. They require additional staff time at the end of the month and discourage changes to food packages when clients make the request.
- More voided checks occur. This is costly in terms of staff time and check waste.
- When the printer hiccups or checks are misnumbered, there are many more checks that result with a serious problem. It is extremely time consuming for all staff to deal with these and reconciliation becomes a challenge.
- WIC check security becomes compromised when transporting checks.
- Printing checks “ahead” is not the best approach for partially breastfed infants. The number of cans of formula issued is not a standard month to month package. It is dependent on how much the mother is breastfeeding.

Bulk printing may only be used in certain circumstances and only with permission from the State WIC office. The conditions under which bulk printing may be used are the following:

- If a clinic must close due to inclement weather and must mail checks, the bulk printing function may be used to expedite the process.

- If a clinic is not functioning due to computer failure and checks must be mailed when computer functioning resumes.
- For use in specialized clinics which have been pre-approved.

If you have questions about clinic flow or would like technical assistance, please call Marge Blankenship at (308) 865-5616. If you have questions about this memo, please contact Jane DeCamp at (402) 471-2781.